



December 14, 2006

TO: Transportation Authority of Marin Commissioners

FROM: Dianne Steinhauser, Executive Director

RE: Proposed Funding Agreement with the Metropolitan Transportation Commission for Preparation of a Community-Based Transportation Plan for Marin City, Agenda Item 11

Dear Commissioners:

Executive Summary

MTC has provided \$60,000 to complete community based transportation plans in each of two communities in Marin (Canal neighborhood in San Rafael and Marin City) identified as areas where additional transportation planning is needed to address transit needs in economically disadvantaged communities. In December, 2004, TAM selected Wilbur Smith Associates (WSA) to prepare the community based transportation plans in both areas. The completed Canal Neighborhood Community Based Transportation Plan was accepted by the Board in September 2006. Although WSA was selected to prepare both community based transportation plans, each plan requires a separate contract and funding agreement between TAM and MTC and TAM and WSA. To comply with MTC's requirement, the consultant, WSA, must team up with a community based organization (CBO). Once details on the CBO are finalized, a contract with WSA will come back to the TAM Board, likely in January, 2007. Similar to the agreement for the Canal plan, TAM staff anticipates a one year duration for the Marin City work. WSA's first task will be to produce a project schedule, but prior to contract execution, TAM staff has worked with Supervisor McGlashan to appoint and convene a committee of community Stakeholders whose major tasks will be to assist and advise on mechanisms for community outreach and to help define transportation needs unique to Marin City. Staff will organize a "get acquainted" session with appointed stakeholders early in the new year.

Recommendation: Authorize the Executive Director to execute the CBTP Funding Agreement with MTC for Marin City.

Background

The Community-Based Transportation Planning (CBTP) program was created by the Metropolitan Transportation Commission (MTC) to advance the findings of two MTC reports completed as part of the *2001 Regional Transportation Plan (RTP)* update. The *Lifeline Transportation Network Report* identified transit needs in economically disadvantaged communities throughout the San Francisco Bay Area, and recommended community-based transportation planning as a first step to address these needs. Likewise, the *Environmental Justice Report* for the 2001 RTP also identified the need for MTC to support local planning efforts in low-income communities throughout the region.

MTC launched a successful pilot program in five different economically disadvantaged communities throughout the Bay Area. The success of this program led to funding totaling \$60,000 for each of two communities in Marin County: the Canal neighborhood of San Rafael and Marin City. The Canal Neighborhood Community Based Transportation Plan was completed and accepted by the TAM board in September 2006.

The CBTP is designed to be a collaborative effort involving residents of low-income and minority communities, community and faith-based organizations that provide services within these communities, transit operators, county congestion management agencies, and MTC. Each planning process involves a significant community outreach component to engage the direct participation of residents. The outcome of the planning process is a CBTP that includes locally-identified transportation needs, as well as solutions to address them. Solutions may include: capital improvements, such as access improvements, bus stops, benches, shelters; expanded fixed-route transit; or other transportation services, such as shuttles, bicycle options, or auto-oriented alternatives. Funding opportunities are explored to support the solutions, and an outline for an action plan to implement them is developed. Following the completion of a plan, results are forwarded to applicable transit and local agencies, MTC, or other relevant boards for consideration in future planning, funding, and implementation discussions or proposals, such as countywide expenditure plans, RTP updates, etc.

MTC Funding Agreement and Scope of Work – As a first step in the process, the TAM Board needs to authorize the Executive Director to execute a funding agreement and its associated scope of work with MTC for the Marin City CBTP planning process. MTC and TAM staff worked together, along with a Technical Advisory Committee comprised of representatives from the County of Marin, Golden Gate Transit, and Marin County Health & Human Services, to develop the scope of work attached to the proposed draft MTC Funding Agreement (see Attachment 1) with the following goals:

- 1) Analysis and confirmation of recommended revisions to the Lifeline Transit Routes and service gaps identified for Marin City in the *Lifeline Transportation Network Report*
- 2) Identification and prioritization of the most critical operational and physical transportation gaps to be addressed in Marin City, as recommended by a community-based stakeholder committee
- 3) Identification of potential gaps that are best met through the provision of additional fixed-route and demand-response services
- 4) Identification of other strategies and solutions to address the gaps

Wilbur Smith Associates Professional Services Agreement – In December 2004, TAM released a Request for Qualifications asking qualified consultants to provide on-call support services related to TAM's Work Program. Eleven qualification statements were received. In February 2005, a review panel of TAM staff, local City representatives, and an experienced Bay Area Transportation Agency representative, selected three consulting firms plus two individual public outreach firms for interviews. Based on the qualification statement and subsequent interviews, the consulting team led by Nolte Associates, Inc. was selected by the review panel as the most qualified firm. Wilbur Smith Associates (WSA) was included in the Nolte team for preparation of CBTPs in both the Canal Neighborhood of San Rafael and Marin City. Accordingly, WSA will provide services to deliver the CBTP scope of work developed by MTC and TAM staff with the Technical Advisory Committee at a not-to-exceed cost of \$54,000 (10% of the MTC funds, or the remaining \$6,000, will be applied towards TAM staff administration costs). Because WSA has not finalized their partnership with a Community Based Organization in the Marin City neighborhood, a contract and work scope for WSA likely will be brought to the TAM Board in January.

Recommendation – Staff recommends that TAM authorize the Executive Director to execute the CBTP Funding Agreement with MTC for Marin City.

Attachments: Proposed Funding Agreement with MTC

FUNDING AGREEMENT
BETWEEN METROPOLITAN TRANSPORTATION COMMISSION
AND THE TRANSPORTATION AUTHORITY OF MARIN
FOR PLANNING ASSISTANCE

THIS AGREEMENT is made and entered into as of the ___th day of December 2006, by and between the Metropolitan Transportation Commission (herein called "MTC"), a regional transportation planning agency established pursuant to California Government Code § 66500 *et seq.*, and the Transportation Authority of Marin (herein called "RECIPIENT").

WITNESSETH

WHEREAS, MTC has adopted Resolution No. 3440 to establish program guidelines to implement a Community-Based Transportation Planning Program (CBTP); and

WHEREAS, CBTP program guidelines serve as a blueprint for CBTP implementation; and

WHEREAS, five community-based transportation plans were successfully completed in the pilot phase of the program; and

WHEREAS, MTC will complete plans in all remaining communities identified in the program guidelines; and

WHEREAS, RECIPIENT has agreed to participate in the CBTP program by creating a Community-based Transportation Plan for Marin City ("the Project"); and

WHEREAS, MTC has agreed to provide funding for this planning effort with Transportation Development Act (TDA) Regional Discretionary funds, and has programmed TDA funds in FY 2004-2005 to fund this program;

NOW, THEREFORE, the parties hereto agree as follows:

1. SCOPE OF WORK

RECIPIENT agrees to perform, or to engage a consultant to perform, the Project activities described in Attachment A, Scope of Work, attached hereto and incorporated herein by this reference as though set forth in full. RECIPIENT agrees, in addition, to provide all necessary staff support to deliver the activities in Attachment A.

2. TIME OF PERFORMANCE

The activities funded by this Agreement shall commence on or after December 29, 2006 and RECIPIENT shall complete them by January 30, 2008, unless earlier terminated as hereinafter provided.

3. FUNDING AND METHOD OF PAYMENT

A. MTC agrees to provide RECIPIENT up to sixty thousand dollars (\$60,000) from TDA funds for the purpose of funding the Project described in Attachment A.

B. Payment to RECIPIENT shall be due upon acceptance of the project deliverables and/or milestones set out in Attachment A. The amount due upon acceptance by MTC's Project Manager of Deliverable #1b, Final Project Budget and Schedule, as described in Attachment A, is five thousand dollars (\$5,000). Following such acceptance, this agreement shall be modified to incorporate amounts to be paid to RECIPIENT per deliverable or milestone.

C. Payment shall be made within thirty (30) days after receipt by MTC of an acceptable invoice, which shall be subject to the review and approval of MTC's Project Manager. RECIPIENT shall deliver or mail invoice to MTC, as follows:

Accounting Department
Metropolitan Transportation Commission
Joseph P. Bort MetroCenter
101 – 8th Street
Oakland, CA 94607-4700

D. Subject only to duly executed amendments, it is expressly understood and agreed that in no event will the total compensation to be paid under this Agreement exceed the sum of \$60,000.

4. AMENDMENTS

Any changes in the activities to be performed under this Agreement shall be incorporated in written amendments, which shall specify the changes in work performed and any adjustments in compensation and schedule. All amendments shall be executed by the MTC Executive Director or a designated representative and RECIPIENT. No claim for additional compensation or extension of time shall be recognized unless contained in a duly executed amendment.

5. TERMINATION

MTC may terminate this Agreement without cause upon ten (10) days prior written notice. If MTC terminates this Agreement without cause, RECIPIENT will be entitled to payment for costs incurred for incomplete deliverables, up to the maximum amount payable for each

deliverable. If RECIPIENT fails to perform as specified in this Agreement, MTC may terminate this Agreement for cause by written notice and RECIPIENT will be entitled only to costs incurred for work product acceptable to MTC, not to exceed the maximum amount payable under this Agreement for such work product.

6. RECORDS AND AUDITS

RECIPIENT shall retain all documents, working papers, records, accounts and other materials relating to its performance under this Agreement for four years following the fiscal year of the last expenditure under this Agreement, and MTC and its authorized representatives may inspect and audit such records during that period of time.

7. MEETINGS

RECIPIENT agrees to define MTC as a member of the Technical Advisory Committee, and invite MTC to participate in all meetings held in connection with this project, including public meetings and project stakeholder meetings.

8. IDENTIFICATION OF DOCUMENTS

RECIPIENT will ensure that all documents related to the project including meeting notices and reports state that the project is funded by the Metropolitan Transportation Commission.

9. NOTICES

All notices or other communications to either party by the other shall be deemed given when made in writing and delivered or mailed to such party at their respective addresses as follows:

To MTC: Attention: Therese Knudsen
Metropolitan Transportation Commission
101 Eighth Street
Oakland, CA 94607-4700

To RECIPIENT: Attention: Dianne Steinhauser
Transportation Authority of Marin
P.O. Box 4186
San Rafael, CA 94913-4186

IN WITNESS WHEREOF, this Agreement has been executed by the parties hereto as of the day and year first written above.

METROPOLITAN TRANSPORTATION
COMMISSION

TRANSPORTATION AUTHORITY OF
MARIN (TAM)

Steve Heminger, Executive Director

Dianne Steinhauser, Executive Director

**ATTACHMENT A
COMMUNITY-BASED TRANSPORTATION PLAN
MARIN CITY
SCOPE OF WORK**

Background

The goal of the Metropolitan Transportation Commission's (MTC) Community-Based Planning Program is to advance the findings of two reports completed for the 2001 Regional Transportation Plan (RTP) update. The Lifeline Transportation Network Report identified transit needs in economically disadvantaged communities throughout the San Francisco Bay Area, and recommended community-based transportation planning as a first step to address them. Similarly, the Environmental Justice Report for the 2001 RTP identified the need for MTC to support local planning efforts in low-income communities throughout the region. To initiate the program, MTC adopted Community-based Transportation Planning (CBTP) program guidelines in 2002 to serve as a blueprint for implementation. Following the adoption of the guidelines, MTC launched a pilot program in five counties that was completed in 2004. Based on the positive results of the pilot, the Commission directed that CBTP efforts continue in the remaining communities (two of which are in Marin County) identified in the program guidelines.

The CBTP program is a collaborative process involving residents of low-income and minority communities, community and faith-based organizations that provide services within these communities, transit operators, county congestion management agencies (CMAs), and MTC. Each planning process involves a significant community outreach component to engage the direct participation of residents. The outcome of the planning process is a Community-Based Transportation Plan that includes locally identified transportation needs, as well as locally discussed solutions to address them. Solutions may include expanding fixed-route transit or other transportation services, such as shuttles, bicycle options, or auto-oriented alternatives. In some cases, new capital improvements, such as bus stops, benches, shelters, or other enhanced amenities may be identified. Funding opportunities are explored to support the solutions, and an outline for an action plan to implement them is developed.

Following completion of a plan, results will be forwarded to applicable transit agencies, CMAs, MTC, and other relevant boards for consideration in future planning, funding, and implementation discussions or proposals, such as countywide expenditure plans, RTP updates, etc.

The Transportation Authority of Marin (TAM), as the CMA for Marin County, will lead the CBTP effort in the county. TAM will execute a funding agreement with MTC containing a final version of this draft work scope describing the planning effort, and will oversee and participate in the process. This work scope aims at accomplishing the following goals from collaborative planning:

- 1) Analysis and confirmation of recommended revisions to the Lifeline Transit Routes and service gaps identified for Marin City in the Lifeline Transportation Network Report
- 2) Identification and prioritization of the most critical operational and physical transportation gaps to be addressed in Marin City, as recommended by a community-based stakeholder committee

- 3) Identification of potential gaps that are best met through provision of additional fixed route and demand-response public transportation services
- 4) Identification of other strategies and solutions to address the gaps

TAM will document the results of the planning process in working papers, memorandums, and a draft action plan that will be furnished to all participating agencies and individuals. The final plan will be an action plan that explores ways to implement proposed solutions.

Task 1: Project Budget and Schedule

TAM shall prepare a budget and schedule to complete the tasks associated with this planning project. TAM will submit project budget and schedule to MTC for its approval.

Deliverable #1A: Draft Project Budget and Schedule

Deliverable #1B: Final Project Budget and Schedule

Task 2 - Technical Advisory Committee Formation

TAM will form a Technical Advisory Committee (TAC), consisting of staff representatives from TAM, Marin County Community Development Agency, Marin County Department of Public Works, Marin City Community Services District, Marin County Transit District, Golden Gate Transit, Marin County Health and Human Services, and MTC to:

- 1) Work with Marin City community representatives to develop a community outreach plan.
- 2) Review and prepare work products prior to distribution and presentation to a Stakeholder Committee (see Task 4), Board of Supervisors, and TAM.
- 3) Monitor the schedule and completion of tasks and work products.

Deliverable #2: Task 2 Memorandum summarizing participants on the TAC

Task 3 – Develop Draft Existing Conditions Summary Report

As the first step in this collaborative planning process, TAM will compile and analyze the following resources to establish a picture of existing transit service, use, and conditions that impact Marin City residents:

- MCTD Short Range Transit Plan (March 2006)
- MCTD Service Plan (May 2006)
- Marin Bus Transit Futures: Improving Local Transit Choices (February 2001)
- MCTD Strategic Plan: Existing System Analysis Report (October 2004)
- MCTD Ride & Roll Evaluation Report (Spring 2004)
- MCTD Executive Summary Report (Spring 2004)
- Moving Forward: A 25-Year Transportation Vision for Marin County (February 2003)
- Marin/Sonoma Express Bus Study (June 2002)
- Marin Countywide Plan (1994)
- Marin Countywide Plan Update – Draft Final (February 2005)
- Welfare to Work Report (2000)
- GGT Paratransit Riders Guide (October 2004)

- GGT Short-Range Transit Plan (2004)
- GGT FY 2004 Annual Report (2003/2004)
- Ridership Data (GGT fixed-route, shuttles, other transit)
- Current GGT Fixed-Route Bus Schedules and Routes
- Current GGT Bus Stops and Shelters
- Current GGT Ridership Data (Origin & Destination data)
- Current shuttle service schedules and routes
- Whistlestop Wheels Ridership Data
- Marin County Unincorporated Bicycle and Pedestrian Master Plan (February 2001)
- Secured funding and grant opportunities for transportation improvements
- Other reports, including travel data from nearby schools, identified during this task

The draft Existing Conditions Summary Report will summarize the relevant information contained in the documents listed above and will also include, but not be limited to, the following specific analyses:

- 1) A demographic and geographic description of the Marin City area (*Census 2000 data*)
- 2) A general map of Marin City (*MTC GIS resources*)
- 3) A transportation-specific map that depicts the street layout, fixed transit and shuttle routes, school bus routes, and bus stops and shelters that serve Marin City (*GGT GIS resources, MTC GIS resources*)
- 4) A demographic map that depicts locations within Marin City that have high concentrations of very low- and low-income households (*MTC GIS resources, Census 2000 data*)
- 5) A map that depicts areas with essential destinations within a five-mile radius of Marin City (*TAM/County of Marin GIS resources*)
- 6) A summary of MTC's Lifeline Transportation Network Report findings that correspond to Marin City (i.e., designation of Lifeline Transit Routes and identification of temporal and spatial service gaps information obtained from prior community meetings) (*MTC GIS resources*)
- 7) A study area-wide map that overlays transportation and demographic information on one map (*TAM or GGT GIS resources, MTC GIS resources, Census 2000 data*)
- 8) A summary of Marin County Transit District's and Golden Gate Transit's current policies relative to transit service.
- 9) A summary of relevant transportation policies from TAM and Marin County transportation policy documents.

The draft Existing Conditions Summary Report will be provided to the TAC members for review and comment prior to transmittal of an executive summary of the draft report to the Stakeholder Committee for their initial meeting.

Deliverable #3: Draft Existing Conditions Summary Report and Executive Summary for Marin City

Task 4 – Initiate Collaborative Planning and Outreach Process

Stakeholder Committee

In order to solicit input from affected citizens and other stakeholders, TAM will facilitate a community-based, collaborative planning and outreach process. As one of the first steps in the outreach process, TAM will lead outreach efforts and form a Stakeholder Committee that will likely include Marin City residents, neighborhood community and business leaders, school representatives and officials, County public officials and staff, representatives from Community-Based Organizations (CBOs) serving Marin City, County social service agencies, faith based organizations, and elected officials and staff from MTC, TAM, Marin City Community Services District, Marin County Transit District, and Golden Gate Transit. District 3 Supervisor, Charles McGlashan will appoint Stakeholder Committee members to provide advice to the Supervisor.

Community Outreach Plan

In coordination with a core group of community representatives, the TAC will be responsible for drafting a community outreach plan. Outreach problems and issues will be identified, and a potential range of solutions will be prioritized. The plan will identify the best strategies to maximize participation of community activists, Community-Based Organizations (CBOs), and other community members in the planning process.

TAM will assist with implementing the community outreach plan by facilitating informational mailings to Marin City households and businesses. All community outreach mailings will be printed in English and will be sent to all residents and businesses in the Marin City study area (a telephone number will also be provided for interested parties to call if they need the information in other languages). TAM will facilitate planning of stakeholder meetings keep all stakeholders and interested parties informed about project developments through mailings, web sites, and e-mail. TAM staff will also promote participation at civic events, as well as on the TAM web site. TAM staff will facilitate the Stakeholder Committee and Community Outreach meetings.

Stakeholder Committee Meeting #1

TAM will convene Stakeholder Committee Meeting #1. The meeting will be held at a site readily served by transit and with adequate meeting space.

An agenda, the work scope, schedule, Existing Conditions Report, and draft Community Outreach Plan, will be transmitted to the Stakeholder Committee at least one week prior to the meeting.

The purpose of the initial stakeholder meeting is to address the following:

- 1) Present the planning process, work scope, and schedule
- 2) Review, discuss, and finalize the Draft Executive Summary of the Existing Conditions Summary Report for the Marin City Study Area
- 3) Review, discuss, and finalize the Draft Community Outreach Plan
- 4) Agree upon next steps and meeting schedule

TAM will present Items 1 and 2 using a PowerPoint presentation. The draft Community Outreach Plan (Item 3) will be developed in coordination with a core group of community representatives from the Stakeholder Committee and the TAC. This plan will suggest

various ways to attract extensive community input throughout the planning process. The Stakeholder Committee and any public attendees at the meeting will provide advice the best techniques to maximize public participation through community outreach. This advice may be incorporated in the final outreach plan

Meeting #1 will conclude with a discussion of what steps need to be taken prior to Stakeholder Committee Meeting #2.

Deliverable #4A: Task 4 Memorandum listing participants on the Stakeholder Committee

Deliverable #4B: PowerPoint presentation on the planning process, work scope, schedule, and Executive Summary of the Draft Existing Conditions Summary Report

Deliverable #4C: Final Executive Summary and Existing Conditions Summary Report

Deliverable #4D: Draft Community Outreach Plan detailing specific strategies to maximize participation in the planning process

Deliverable #4E: Final Community Outreach Plan detailing specific strategies to maximize participation in the planning process

Deliverable #4F: Minutes from Meeting #1

Task 5 – Implement Community Outreach Plan

Following acceptance of a Community Outreach Plan by the Stakeholder Committee, TAM will initiate outreach efforts. Examples of outreach elements that could be included in the plan include, but are not limited to:

- Informational mailings to households, organizations, and businesses
- Door to door surveying of residents and businesses
- Outreach to Community-Based Organizations and public agencies serving Marin City to encourage support and communication about the transportation planning process with their clients or members
- Informational postings on the TAM website
- Neighborhood meetings facilitated by TAM
- Presentations to local CBO's, churches, business organizations, etc.
- A telephone informational hot line

The cost of implementing the Community Outreach Plan shall not exceed the funds allocated in the project's final budget.

Deliverable #5: Task 5 Memorandum summarizing community outreach efforts against approved community outreach plan.

Task 6 – Identify Transportation Gaps and Potential Solutions

Stakeholder Committee Meeting #2 will focus on identifying transportation gaps in Marin City. This meeting will be widely advertised and held in an easily accessible location to encourage community participation. Outreach to community members prior to the meeting on possible transportation gaps should be summarized and included for further discussion and recognition at this meeting. At the meeting, the Stakeholder Committee and other community members will focus their discussion on specific transportation gaps that the community feels exist in Marin City, and potential solutions to those gaps. This may involve open discussions among participants about difficulty getting around town and to other destinations. The discussions and feedback will be recorded on easels for the Stakeholder Committee to view.

An agenda and minutes from Meeting #1 will be transmitted at least one week prior to Meeting #2.

Meeting #2 will conclude with a summary of issues and comments discussed, priorities, and next steps.

After Stakeholder Committee Meeting #2 and completion of Task 6A, the TAC will categorize the potential solutions to the transportation gaps as short-, medium-, or long-term solutions and will determine the appropriate amount of initial technical analysis that TAM should conduct for each gap based on budgeted time. The additional technical information may include, but would not be limited to: preliminary identification of costs; potential funding sources; identification of potential markets; and examples of best practices for similar situations.

Stakeholder Committee Meeting #3 will focus on presenting the findings from Meeting #2, as outlined in the Task 6A Memorandum, and reaffirming and prioritizing the transportation gaps and potential solutions identified by the committee. TAM staff will facilitate an open and dynamic discussion that will lead to a ranking of the gaps identified by the Stakeholder Committee and potential solutions.

An agenda, minutes from Meeting #2, and the Task 6A Memorandum will be transmitted at least one week prior to Meeting #3.

The outcome from this task will be a Task 6C Memorandum, a prioritized list of the gaps and associated projects and improvements designed to fill them. The top gaps, as identified by the Stakeholder Committee, will have potential solution(s) that will include a clear description of:

- 1) The spatial or temporal gaps
- 2) A discussion of the impacts of the gaps on Marin City residents
- 3) The solution(s) proposed
- 4) Identification of the parties that could implement the solution(s)
- 5) The cost of implementing proposed solution(s)
- 6) The possible source(s) of funding for proposed solution(s)
- 7) The evaluation methods for the proposed service (i.e., cost effectiveness)
- 8) How the solution is related to and would coordinate with other transportation services
- 9) How consistent the potential solution(s) is with Golden Gate and Marin County Transit Districts' Short-Range Transit Plans and relevant transportation policy documents

Meeting #3 will conclude with a summary of issues, priorities, rankings, and consensus comments, which will be incorporated into the Task 6C Memorandum.

Deliverable #6A: Task 6A Memorandum summarizing transportation gaps and potential solutions identified at the Stakeholder Committee Meeting #2 and the community at large, and initial technical analysis on range of solutions

Deliverable #6B: Minutes from Meeting #2

Deliverable #6C: Task 6C Memorandum, a prioritized list of transportation gaps and potential solutions, as identified by the Stakeholder Committee and community at large

Deliverable #6D: Minutes from Meeting #3

Task 7 – Prepare and Present Draft Community-Based Transportation Plan

TAM will prepare a draft Community-Based Transportation Plan that incorporates all technical memoranda, working papers, reports, and minutes from the previous tasks into a clear and concise action plan. The draft plan will present the prioritized program of potential transportation improvements that will serve to bridge the spatial or temporal gaps in transit service in the Marin City area and other transportation gaps that would be more cost effectively addressed by means other than transit service, including potential funding sources for solution implementation. The draft plan will also document the results of outreach efforts, including meeting attendance, number of one-on-one contacts made through door-to-door surveys, and size of mailing lists used for meeting announcements.

At **Stakeholder Committee Meeting #4**, TAM will give a PowerPoint presentation on the draft plan findings and will solicit feedback on the draft plan. This step is designed to ensure that there is broad support for recommendations from the Stakeholders prior to presenting the draft plan for broader public comment.

An agenda, the draft plan, and minutes from Meeting #3, will be circulated to the Stakeholder Committee and other interested parties at least one week prior to Meeting #4.

Meeting #4 will conclude with a summary of draft plan comments and next steps.

Deliverable #7A: Draft Community-Based Transportation Plan and accompanying PowerPoint presentation

Deliverable #7B: Minutes from Meeting #4

Task 8 – Prepare and Present Draft Final Community-Based Transportation Plan

Following any revisions based on feedback from Stakeholder Committee Meeting #4, the draft final Community-Based Transportation Plan will be made available in multiple venues for public comment:

- A copy of the draft plan will be posted on TAM's website.
- Copies of the draft plan will be available at public libraries.
- Copies of the draft plan will be provided to the Marin City Community Services District.
- A public meeting will be held in Marin City to present the draft plan and encourage maximum community participation, comment, and broad public participation.

Public comments on the draft plan will be summarized in a Task 8B Memorandum, which will also include recommended revisions by the TAC to the draft plan before being presented back to the Stakeholder Committee.

Deliverable #8A: Draft Final Community-Based Transportation Plan and accompanying PowerPoint presentation

Deliverable #8B: **Task 8B** Memorandum summarizing public comments on the draft plan and revisions recommended by the TAC

Task 9 – Stakeholder Committee Consensus Acceptance of the Final Draft Community-Based Transportation Plan

The final **Stakeholder Committee Meeting #5** will review public comments on the draft plan and recommended revisions by the TAC. The Committee will be asked to provide final comments, which will be incorporated into the Final Draft Community-Based Transportation Plan, and a consensus acceptance of the plan that will be presented to the Board of Supervisors and TAM Board for acceptance.

An agenda, minutes from Meeting #4, and the Task 8B Memorandum will be circulated to the Stakeholder Committee and other interested parties at least one week prior to Meeting #4.

Meeting #5 will conclude with consensus acceptance of comments and revisions to the final draft plan that will be presented to the Board of Supervisors and TAM Board for acceptance.

Deliverable #9: Minutes from Final Meeting #5

Task 10 – Prepare and Present Final Community-Based Transportation Plan

The final plan will be prepared based upon public comments received and Stakeholder Committee consensus comments, and will be presented to both the Board of Supervisors and TAM Board for acceptance. Members of the Stakeholder Committee will be encouraged to participate in the presentation. TAM will incorporate any final comments from the BOS and the TAM Board into the final Community-Based Transportation Plan.

Once the plan is final, TAM will participate in regional forums to report on project findings, or to otherwise share the information resulting from the planning process. TAM will also report to MTC on resulting key findings and recommendations.

Deliverable #10: Final Community-Based Transportation Plan